

NEWSLETTER

Alabama Junior College Association

VOLUME II
No. 1
MAY
1975

EXECUTIVE COMMITTEE

Seth Hammett, Chairman
President, AJCA

Dr. W. Byron Causey
Vice President-
President Elect

James F. Crabtree
Treasurer

Sandra King
Secretary

Joe Acker
Parliamentarian

Joan Goree
Publications Editor

Bill Osborn
Past President

COMMISSION CHAIRPEOPLE

Dr. Allan Naylor
Administration &
Business

Dr. Marilyn Beck
Instruction &
Curriculum

Gerald Waldrup
Faculty

Curtis Thomasson
Students

Linda Latimer
Public Relations

Martha Markus
Supportive
Personnel

Editor's Notes

Plans for the new year for AJCA are currently being made. Included in this issue of the Newsletter are the members of the Executive Committee who are our newly elected officers and commission chairpersons. At the present time all special interest group area coordinators have not been appointed. Those who have been appointed should contact the chairperson of their respective commission in order that a complete, active roster may be compiled. The organizational chart, though incomplete at present, will serve as a source of reference. As information in regard to the chart is received, appropriate additions will be made.

The purpose of the publication of the Newsletter is communication of information of interest to members of AJCA. Information to be included should be mailed to the following address: Miss Joan A. Goree, Editor, AJCA Newsletter, 2107 Clara Avenue SW, Decatur, AL 35601.

If you have ideas which you would like to share with other members of your interest group, correspond with the coordinator of your particular interest group. Please refer to the organizational chart for the name of the chairperson of your commission and the area coordinator of your interest group.

I wish for each of you an enjoyable summer and look forward to working with you during a successful and progressive new year for AJCA.

John White
Learning Resources

EXECUTIVE COMMITTEE
ALABAMA JUNIOR COLLEGE ASSOCIATION
1975-76

Seth Hammett, Chairman
President
Lurleen B. Wallace State Junior College
Acts # 827-4258

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Treasurer
Alabama Christian College
Montgomery, AL 36109
Telephone # 272-5820 - Ext. 35

Joe Acker
Parliamentarian
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Fayette, AL 35555
Acts # 365-3227

Bill Osborn
Past President
Calhoun State Community College
Decatur, AL 35601
Acts # 732-0219

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Vice President-President Elect
Alexander City State Junior College
Alexander City, AL 35010
Acts # 536-4200

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Acts # 827-4265

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Acts # 732-0322

COMMISSION CHAIRPEOPLE

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Gadsden, AL 35903
Acts # 534-8210

Gerald Waldrup
Faculty
Gadsden State Junior College
Gadsden, AL 35903
Acts # 534-8217

Linda Latimer
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Acts # 827-4257

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Acts # 827-4271

Martha Markus
Supportive Personnel
Jefferson State Junior College
2601 Carson Road
Birmingham, AL 35215
Acts # 541-5210

Minutes

The annual Business Meeting was held at the Alabama Christian College, in the city of Montgomery, State of Alabama, at 11:00 in the afternoon, on the 28th day of March, 1975.

General membership was present, as well as the Executive Committee for the 1974-75 year.

New business for the convention was the election of new Executive Committee members whose names were presented by the nominating committee. They are as follows:

Seth Hammett, President (elected)
W. Byron Causey, Vice President-President Elect (elected)
James F. Crabtree, Treasurer (elected)

The following nominations were made from the floor:

Dr. Allan Naylor, President
Pat Wallace, Vice President-President Elect
(name was withdrawn upon request of nominee)

A brief statement was made by Wayne Shaddix, Treasurer, which revealed the Association's present balance to be approximately \$5,000.00.

The newly elected commission chairpeople are as follows:

Dr. Alan Naylor, Administration and Business	Curtis Thomasson, Students
Gerald Waldrup, Faculty	Martha Markus, Supportive Personnel
Linda Latimer, Public Relations	John White, Learning Resources

These commission chairpeople will serve on the Executive Committee for 1975-76. The officers for the up-coming year assumed office as of 3:01, March 28, 1975.

CLOSE OF BUSINESS

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The first Executive Committee Meeting 1975-76 was held at Alabama Christian College on March 28, 1975 at 3:00 p.m.

The newly elected president of the Association, Seth Hammett, made the following appointments:

Sandra King, Lurleen B. Wallace State Junior College . . .	Secretary
Joe Acker, Brewer State Junior College	Parliamentarian
Joan Goree, Calhoun State Community College.	Publications Editor

The chairpersons for the new year were also announced.

Joan Goree asked that correspondence in regard to the newsletter be directed to her home address:

2107 Clara Avenue, S. W.
Decatur, AL 35601

It was agreed that an issue of the newsletter would be distributed in May before the end of the current school year. An organizational chart for the association and objectives of the new Executive Committee will be included in the May issue. It will be printed at Calhoun State Community College. The cost of the convention issue was approximately \$100.00 for printing and postage.

Dr. Causey will ask that the college presidents approve, at their meeting, April 8-9 as convention dates for 1976. The presidents will be asked to approve a site for the '76 convention with consideration given to Gulf Shores, Birmingham and Montgomery.

General suggestions for the 1976 annual meeting such as:

- a general assembly on Thursday evening with outstanding speaker
- interest group meetings on Friday
- chairpersons of commissions responsible for working with interest groups to plan inservice programs

were discussed. These and other suggestions will be considered at the next meeting of the Executive Committee.

It was suggested that the parliamentarian look at the constitutions of organized groups within AJCA. Dr. Causey, Jimmy Crabtree, and Joe Acker asked that copies of the AJCA Constitution be mailed to them.

The next meeting of the Executive Committee will be held at Alabama Christian College, Montgomery at 10:00 a.m. on Friday, May 9. Items to be on the agenda include:

- AJCA Constitution
- organizational chart
- budget
- annual convention (date, site, format, responsibilities)
- May issue of newsletter

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The second Executive Committee Meeting 1975-76 was held at Alabama Christian College on May 9, 1975 at 10:20 a.m.

The first order of business for the day was a discussion of the organizational structure of the association and the responsibilities of the chairpersons of the commissions. Seth Hammett stated that the primary purpose of the organization is to provide a strong inservice program. An organizational plan for use during 1975-76 was presented by the president and approved by the Executive Committee. This plan designates the commissioners as coordinators for inservice programs at the annual convention for the interest groups within his area of responsibility to plan and carry out a well-organized inservice program at the 1976 convention.

After a review of the development of the AJCA Constitution, Joe Acker was appointed chairperson of a constitutional revision committee. Additional members for the committee will be selected by Joe. The committee was charged with the responsibility of studying the present Constitution and making recommendations for changes to the membership as stipulated in Article X-Amendments of the Constitution.

The Constitutional Revision Committee was asked to pay particular attention to:

- Article IV - Delegate Assembly
- Article VI - Executive Director
- Article VII - Committees, Section I

Each commissioner was asked to secure names and telephone numbers of chairpersons of the Interest Groups.

Dr. Causey reported that the Presidents have not met since the conclusion of the 1975 convention. The dates and site of the 1976 AJCA Convention will be on the agenda when the Presidents meet in June. Dr. Causey stated that he had talked informally with several presidents of public institutions and was assured their support for the association. Presidents of three private institutions have indicated that they can and will work within the framework of dates for the '76 convention as determined by the presidents of the public institutions.

The secretary was instructed to notify the State Superintendent of Education and the Executive Director of the Alabama Commission on Higher Education of future meetings of the Executive Committee.

Joe Acker gave a brief report on his study of constitutions of organized special interest groups within AJCA. The president asked Joe as chairperson of the Constitutional Revision Committee to be mindful of these groups as the constitution is studied for possible revision.

The president appointed the following persons to serve on the 1976 Nominating Committee:

Dr. James A. Glasgow, Chairman, Northwest	Telephone # - 993-5331
Betha True, Cullman College	Telephone # - 734-4626
Joe Autrey, Enterprise	ACTS # - 944-5011
Johnnie Ricks, Lawson	Telephone # - 788-1666
Lynn Headrick, Calhoun	ACTS # - 732-0217
Valeria Johnson, Jefferson State	ACTS # - 541-5011

The following persons were appointed to serve on the Legislative Affairs Committee:

Dr. George Layton, Chairman, Jefferson State	ACTS # - 541-5200
Ted Brock, Brewer	ACTS # - 365-3220
Joe Ford, Gadsden	ACTS # - 534-8230

It was suggested that the members of the Legislative Affairs Committee meet with the Executive Committee so that guidelines for this committee can be established. A meeting will be held soon after the release of the Governor's Budget.

The following persons will be invited to attend the joint meeting of the Executive Committee and the Legislative Affairs Committee:

Dick Owens	Earl Cantel	Hugh Boles	Crum Foshee
	Bob Hall	Pete Turnham	

Members of the Executive Committee were asked to give some thought to activities and responsibilities of the Legislative Affairs Committee before the next meeting. It

was decided that the Legislative Affairs Committee will be asked to publish a legislative bulletin during the summer.

The Executive Committee approved a resolution in support of the immediate release of the conditional appropriation. Dr. Causey was appointed to draft the resolution. The resolution will be hand-delivered to the Governor by the President, Vice-President/President-elect of the Association and Dr. Marilyn Beck, member of the Executive Committee.

It was decided that an issue of the Newsletter will be published immediately following each meeting of the Executive Committee. The Newsletter will be mailed TO ALL JUNIOR AND COMMUNITY COLLEGES IN THE STATE. The Newsletter will be sent in bulk to the President of each institution or his designee to be distributed to members of the association. The editor was asked to send to the treasurer an estimate of the cost of publishing four issues of the Newsletter.

The treasurer was asked to send to all institutions a statement for institutional dues. The treasurer was instructed to get with Bill Osborn and arrange for the transfer of AJCA funds. He was also asked to be prepared to give a financial report and present a tentative budget at the next meeting of the Executive Committee. Items to be considered in the 1976 budget are Newsletter, legislative bulletin and other needs of Legislative Affairs Committee, convention.

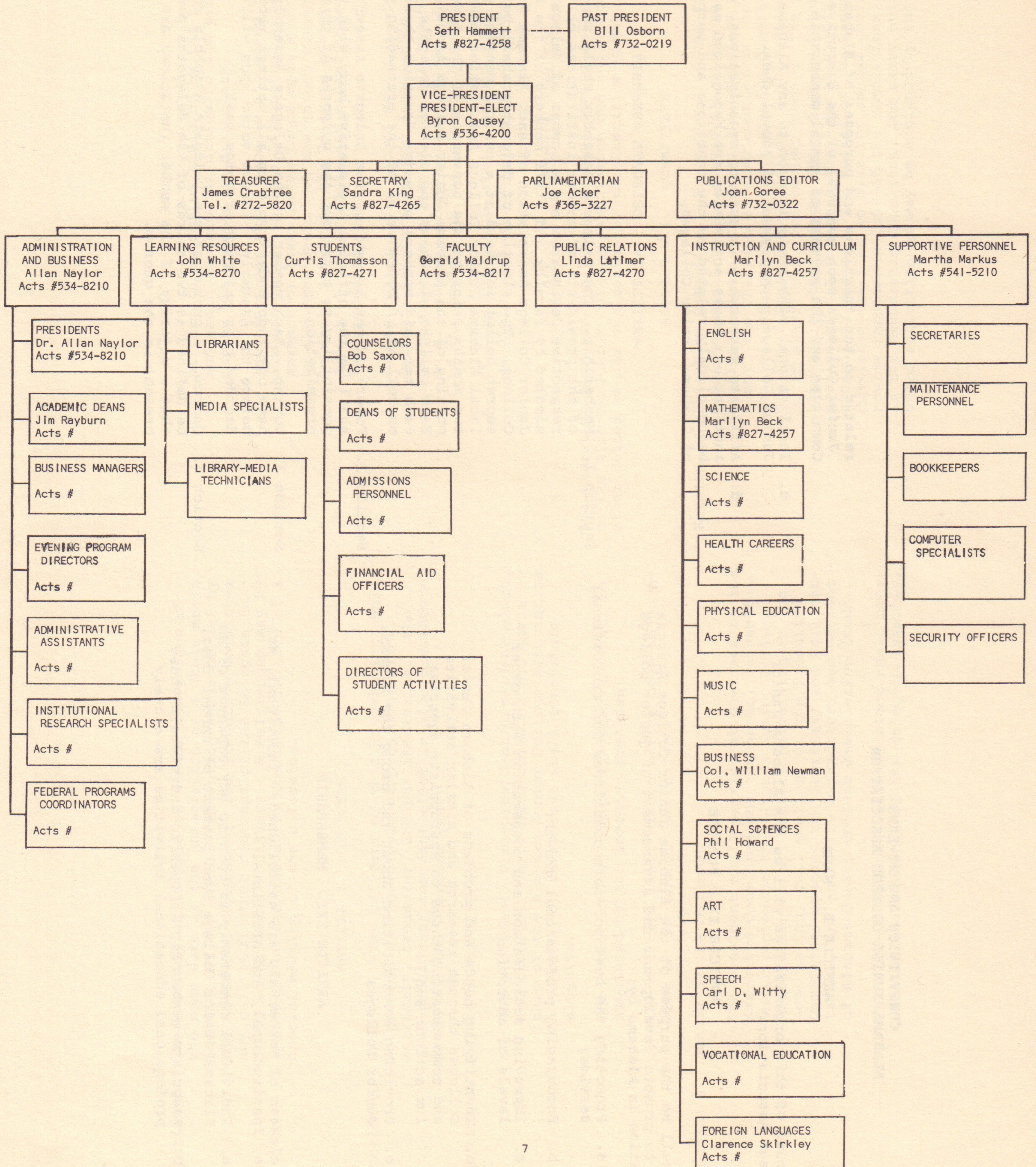
The following Auditing Committee was appointed:

Martha Markus, Chairperson, Jefferson State
W. L. McNair, Jefferson State

The meeting adjourned at 12:30 p.m.

ALABAMA JUNIOR COLLEGE ASSOCIATION

ORGANIZATIONAL CHART



CONSTITUTION AND BY-LAWS
ALABAMA JUNIOR COLLEGE ASSOCIATION

ARTICLE I. NAME

The name of this organization will be the Alabama Junior College Association.

ARTICLE II. PURPOSE

It shall be the purpose of the Alabama Junior College Association to promote development and advancement of junior college education in Alabama by:

- a. Promoting the best possible conditions for professional service;
- b. Encouraging professional growth;
- c. Improving articulation and cooperation with other levels of education;
- d. Identifying needs and problems of Alabama Junior Colleges through research and similar activities and communicating these to appropriate agencies for action; and
- e. Providing communication about and among the Alabama Junior Colleges.

ARTICLE III. MEMBERSHIP

Four classes of membership are established: Individual, Associate, Institutional, and Affiliate.

- a. Individual membership is open to any employee of an Alabama Junior College upon payment of annual dues.
- b. Associate membership is open to individuals whose professional educational activities are closely

related to the functions and purposes of Alabama Junior Colleges upon approval of the Executive Committee and the payment of annual membership dues.

- c. Institutional membership is open to any Alabama Junior College upon payment of annual dues.
- d. Affiliate membership is open to organizations, and institutions whose activities are recognized as being closely related to the functions and purposes of Alabama Junior Colleges.

ARTICLE IV. DELEGATE ASSEMBLY

Section 1. Membership. The Delegate Assembly shall consist of the presidents of member institutions or their respective designates and a number of delegates elected by faculty and staff members of the Alabama Junior College Association of each Alabama Junior College. The election of delegates shall be by secret ballot and held at a general meeting of the local Alabama Junior College Association membership two months prior to the convening of the annual meeting of the Alabama Junior College Association. Each college will have one elected delegate for each ten paid members or major fraction thereof, on roll as of December 31 of the preceeding year.

Section 2. Powers of the Assembly. The Delegate Assembly shall be the official legislative body with responsibility to carry out the purposes of this organization.

Section 3. Voting. Each member of the Delegate Assembly shall have one independent vote on all matters brought before the Assembly. Issues voted upon will be decided by a majority of votes cast.

Section 4. Quorum. A quorum of the Delegate Assembly shall be defined as two-thirds of the delegates provided that a majority of the member institutions are present in the quorum.

Section 5. The Assembly shall hold an annual convention of the same date as the Association as a whole meets. Location of the annual convention shall be set by the Executive Committee. The Executive Committee may call such other meetings of the Delegate Assembly as it deems necessary. A referendum may be initiated by the Executive Committee in lieu of a special meeting of the delegates.

ARTICLE V. OFFICERS

Section 1. Officers. The officers of this Association shall be president, vice-president/president-elect, secretary, treasurer, and parliamentarian. The vice-president/president-elect is also president-elect for the ensuing year.

Section 2. Selection of Officers.

- a. The president, vice-president/president-elect, and treasurer shall be elected by the membership of the Alabama Junior College Association. A majority of votes cast shall constitute election.
- b. The secretary and the parliamentarian shall be appointed by the incoming president.
- c. The officers shall assume office upon adjournment of the annual convention.

Section 3. Duties of the Officers.

- a. The president shall preside at meetings of the Executive Committee and the annual convention, shall represent the Alabama Junior College Association in all matters pertaining to the association, call meetings of the Executive Committee, appoint the Secretary and Parliamentarian, and authorize expenditure and payment of Alabama Junior College Association funds.
- b. The vice-president/president-elect shall preside at the meetings of the delegate assembly,

perform those duties assigned by the president, and shall perform the duties of the president during his absence or disability.

- c. The treasurer shall receive all money for the Alabama Junior College Association and make payment of Association funds upon authorization by the president. At the annual convention he shall submit to the Delegate Assembly a report of the receipts and expenditures for the preceding year.
- d. The secretary shall record meetings of the Delegate Assembly and the Association. He shall maintain a list of the entire membership in all classes of membership as well as a list of the members of the Delegate Assembly.
- e. The parliamentarian shall perform such duties as prescribed by Roberts Rules of Order, Revised.

ARTICLE VI. EXECUTIVE DIRECTOR

The Executive Director shall be the chief administrative officer of the Alabama Junior College Association and shall have such other duties as are designated by the Executive Committee.

ARTICLE VII. COMMITTEES

Section 1. Executive Committee. The members of the Executive Committee shall be the president, vice-president/president-elect, treasurer, the immediate past president, the chairman of each commission, and the Chairman of the Legislative Affairs Committee. The Chief State School Officer or his designee shall be an ex-officio, non-voting member. The Executive Director of the Alabama Commission on Higher Education or his designee shall be an ex-officio, non-voting member. The duties of the Executive Committee shall be to plan the annual convention, review recommendations of the commissions, serve as the Membership Committee, and carry out such other activities as may be assigned by the Delegate

Assembly. The Executive Committee, represented by the president, shall refer to the Delegate Assembly all matters pertaining to changing or establishing policy. The Executive Committee may recommend action on matters referred to the Delegate Assembly.

Section 2. Nominating Committee. This Committee (consisting of three or more members of the Association) shall be appointed by the president with the advice and consent of the Executive Committee. It shall be the duty of this committee to place in nomination one or more candidates for the office of president, vice-president/president-elect, and treasurer at the business session of the annual convention. Presiding officer shall always recognize nominations from the floor and if any offices are contested the election shall be secret ballot.

Section 3. Legislative Affairs Committee.

- a. This Committee shall represent the legislative interest of the Alabama Junior College Association. This includes submitting to the Delegate Assembly proposals for legislation, initiating desirable legislation, and cooperating with other educational commissions, departments, and organizations (such as AEA and ACHE), and the State Department of Education in the promotion of legislation for the welfare of post-secondary education.
- b. Members of this Committee shall be appointed by the Executive Committee.
- c. Appointments to this committee will be representative of the administrative and faculty segments.

Section 4. Other Standing Committees. A Research Committee, Publications Committee, and an Auditing Committee, shall be appointed by the president to carry out such duties as designated by the Executive Committee.

Section 5. Ad Hoc committees may be appointed by the president.

ARTICLE VIII. COMMISSIONS

Section 1. The following commissions are established to carry out activities consistent with the purpose of the Alabama Junior College Association as herein prescribed:

- a. Commission on Faculty
- b. Commission of Students
- c. Commission on Administration and Business
- d. Commission of Curriculum and Instruction
- e. Commission on Public Relations
- f. Commission on Supportive Personnel
- g. Commission on Learning Resources

Section 2. Determination of Membership and Officers:

- a. Each member institution shall name two voting representatives to each commission. Members of the Commissions shall be elected to staggered two year terms from the individual members of their respective institutions in a general election by secret ballot.
- b. Each commission will elect a chairman and vice-chairman at the annual convention to assume office at the adjournment of the annual convention.

Section 3. Commission responsibilities will include the following:

- a. Commission recommendations to the Executive Committee within the commissions' sphere of interest
- b. Planning the annual convention program for the individual commissions.

- c. Articulation among Alabama Junior College Association members and between them and other educational institutions.
- d. Promotion and support of effective practices within the commissions' sphere of interest.

ARTICLE IX. FINANCE

The Delegate Assembly shall have the authority to establish the annual individual and institutional dues. The Assembly invests in the Executive Committee full responsibility for establishing overall financial policy and for accepting gifts, grants, or other income from appropriate sources.

ARTICLE X. AMENDMENTS

Proposed amendments shall be submitted in written form to the Secretary by a member at least forty (40) days before the annual convention. The secretary shall distribute such proposed changes in written form to all individual and institutional members at least thirty (30) days prior to the annual convention. These amendments must be approved by a two-thirds vote of the Delegate Assembly and by a majority vote of the membership of the association assembled at the annual convention.